

# ***This is a REPOST***

## **DELAWARE DEPARTMENT OF JUSTICE Casual/Seasonal JOB OPENING**

**Opening Date: June 27, 2016**

**Closing Date: July 5, 2016**

***This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are required to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.***

### **CASUAL/SEASONAL PARALEGAL Civil Division, Affirmative Litigation, New Castle County**

#### **Description of Duties:**

This Casual/Seasonal Paralegal position is in the Civil Division, Affirmative Litigation, Administrative Prosecutions Unit which is comprised of three Deputy Attorneys General, a Paralegal and an Administrative Assistant charged with enforcing the rules and regulations of the many boards and commissions that regulate professional conduct in Delaware. See 29 Del C. 8735. The unit is on the front lines of protecting Delawareans and enforcing our law.

The paralegal provides support for the three prosecuting DAGs and will assist with managing the unit's high volume caseload through all phases of prosecution. Duties will include opening and closing cases, reviewing and evaluating cases, obtaining additional information where necessary, working with investigators, drafting complaints, scheduling and coordinating witnesses, managing hearing calendars, assisting with hearing preparation, and keeping statistics for the unit. The position will also include significant telephone and interpersonal interaction with investigators, witnesses, agency personnel and the public.

Strengths should include excellent organizational and communication skills, time management skills, proficiency in Word and Excel, experience working with the public, analytical experience to evaluate cases and an ability to work independently. Must have or be able to develop a good working relationship with Deputy Attorneys General, support staff and agency personnel.

#### **Minimum Qualifications:**

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

**Internal applicants:** Please send an updated resume or a summary of work experience to the Director of Human Resources.

**External applicants:** Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.